

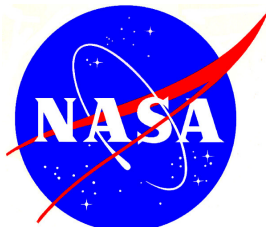


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*Integrated Financial Management Program*

**Core Financial Project**

**DFRC Welcome Packet**





# Dryden Flight Research Center Core Financial Welcome Packet

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# Welcome to Core Financial

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Dear Core Financial End User:

On Monday, June 23<sup>rd</sup> we reached a major milestone in the implementation of Integrated Financial Management (IFM) at Dryden. Core Financial is now “live” at the Center. Your Dryden colleagues have been working long hours for the last 11 months to make Core Financial a reality. Congratulations to the team and thanks for all of the hard work! And thanks to the rest of the Center for your critical support.

This module strikes at the very nervous system of the Center. Our ability to do business, to procure things and pay our bills, to track and manage our resources, relies on the successful implementation of Core Financial. Many of us will need to interface with this module routinely to do our jobs.

The old system has been shut down and the new system is in place. Now the hard part begins: using SAP. First, we must clear up the backlog that developed during the transition. Secondly, we need to get back to normal activity. That’s where you come in. As an end-user, success depends on you.

The SAP system is not intuitive. To make matters a bit more challenging, errors once made are difficult to correct. We have a steep learning curve, but you can become proficient through a little diligence and experience. This software tool may not ever make you more efficient—it could have the opposite effect—but it is critical to the Agency as a whole.

There will be a significant adjustment period during the next year. We have implemented a set of post-Go-Live processes that will help reduce the frustrations you may encounter. These support processes are outlined in the attached welcome packet. Please take some time to carefully read through it.

In the short term, people will be tired and frustrated. We need to be willing to help each other and to cut each other some slack. If you find yourself frustrated and other means of help are not effective, call me (x3749), Vince Chacon (x3791), or Pat Stoliker (x2706) directly and we’ll try to lend a hand.

Thanks for your continued support and patience.

Larry Schilling  
Director, Research Systems  
NASA Dryden Flight Research Center


# When Will We Have Access to the Core Financial System?

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When will you be given access to the Core Financial system?

- ✓ The project is implementing a phased approach to allow access to the Core Financial system.

What are the approaches?

- ✓ June 16, 2003 – Contractor Cost Report (CCR) Analysts and Processors\*
  - Users assigned to contracts currently costed via 533 (or some other type of contractor cost report) will prepare CCR Crosswalks, prepare Inception to date costs, and enter June accruals in anticipation of posting following Go-Live
  - Users identified from On Line Cost Accrual system assignments, confirmed by Directorate Resource Managers
- ✓ June 23, 2003 – Backlog Processors\* 
  - Core group of Subject Matter Experts (SMEs) and Transition Power Users (TPUs) will help enter backlog data that occurred during the Cutover Period into the new system in preparation for normal business
  - Re-enter transactions backed out of DARTS (ex: credit card logs)
  - Correct converted fed/mil orders
  - Enter SAP accounting codes and stamp “approved” in Travel Manager
  - Run backlogged interfaces (labor, HHS drawdowns, TM)
- ✓ July 7, 2003 –Bank Card users and all remaining Core Financial users\*
  - **Beginning July 7<sup>th</sup>, Bank Card (P-Card) users and all remaining Core Financial users will gradually be given access with the goal of all users having access before the end of July.**

\* **Note: User ID unlock is dependent on the requisite training courses being complete as well as having all necessary security forms complete.**

# Activating Your Account

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Who do I call if I have any problems with my account?

- ✓ Contact the BISS Help Desk at x2477 (661-276-2477).

When should I log into the Core Financial System?

- ✓ You should log into the system when you have been notified that your account has been activated. It is critical that you activate your account when you receive your user name and password even if you do not immediately log into the system.

What is the approved format for Passwords?

- ✓ The following password rules apply:
  - A) Password length: 8 characters
  - B) Complexity requirements: Passwords need to include three of the four items listed below.
    - i) English Upper Case
    - ii) English Lower Case
    - iii) Numeric
    - iv) Special Characters

When do passwords expire?

- ✓ Passwords expire after 60 days.

What is the period of inactivity before an account is locked?

- ✓ Accounts are locked after 120 days of inactivity.
  - Resubmission of NASA Form 1700 with all appropriate signatures is required to reactivate account.

How many attempts do I have to type in my password?

- ✓ Accounts are locked after three consecutive unsuccessful attempts to logon.
  - Contact BISS Help Desk to unlock your account.

Is there a reason why an account will not be unlocked?

- ✓ Accounts will not be unlocked if training is not completed.

# Authenticating with a RSA SecureID Key/Fob

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When will we receive a SecureID?

- ✓ You will be assigned a Key Fob to use when logging in. If you do not already have a SecureID, contact the BISS Help Desk at x2477.

What is a SecureID?

- ✓ It is a security token (also known as a Card or Fob) that generates and displays unpredictable codes that change at a specified interval.

How do I use it to gain access to secure systems such as SAP R/3?

- ✓ You must enter your user name and a valid SecureID Passcode, which is made of two items.

What are the two items that make up a SecureID Passcode?

- ✓ Your secret, memorized 4-digit personal identification number (PIN).
- ✓ The token code (6 digit number) currently in your SecureID or Key Fob.

Who do I call if I still have questions regarding SecureID?

- ✓ Contact the BISS Help Desk at x2477 (661-276-2477),

# Accessing the IFMP Web Based Applications on a PC

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What are the applications that can be accessed on the Web?

- ✓ **SAP R/3**
  - SAP R/3 is NASA's Core Financial accounting system. Most Core Financial end-users will access the SAP R/3 software via HTML (Web-based) link. Others will access the SAP R/3 software from the application installed on their desktop.
- ✓ **Bankcard (P-Card)**
  - P-Card is NASA's credit card and receipts system.
- ✓ **Business Warehouse**
  - Business Warehouse (BW) is NASA's business intelligence tool, which provides on-line analytical access to Core Financial information.
- ✓ **Travel Manager**
  - Travel Manager is NASA's travel system.
- ✓ **On-line Quick Reference**
  - On-line Quick Reference (OLQR) is NASA's reference guide for Core Financial. It contains SAP step-by-step user transaction procedures, definitions, and list of super users, process descriptions, job aids. Central Support updates this information on a regular basis.
- ✓ **Web-Based Training**
  - Web-Based Training is NASA's guide for SAP and Bankcard (P-Card) procedures that describe the process end-users need to complete related to specific job roles.

# Accessing the IFMP Web Based Applications on a PC

What is the website for the IFMP Web Based Applications?


<https://access.ifmp.nasa.gov/>

Integrated Financial Management Program  
**IFMP Production Systems**  
*for PC users*

**Internet Explorer 6.0 is required. Support for I.E. 5.5, SP2 ends June 2003.**

Applications	SAP Reference & Training
<p style="text-align: center; font-weight: bold; color: #003366; text-decoration: underline;">SAP R/3</p> <p>Click to launch the web-based version of SAP R/3 - NASA's Core Financial Accounting System.  <b>(Users who have the SAP R/3 GUI installed on their desktop should use that application for enhanced functionality.)</b></p> <p style="text-align: center; font-weight: bold; color: #003366; text-decoration: underline;">Bankcard</p> <p>Click to launch the web-based version of Bankcard - NASA's Credit Card and Receipts System.</p> <p style="text-align: center; font-weight: bold; color: #003366; text-decoration: underline;">Business Warehouse</p> <p>Click to launch the web-based version of Business Warehouse - NASA's Business Intelligence Tool (BI), which provides on-line analytical access to Core Financial information.</p> <p style="text-align: center; font-weight: bold; color: #003366; text-decoration: underline;">Travel Manager</p> <p>Click to launch the web-based version of NASA's Travel Manager.</p>	<p style="text-align: center; font-weight: bold; color: #003366; text-decoration: underline;">On-line Quick Reference</p> <p>Click to launch the on-line reference guide for NASA's Core Financials. Includes SAP user procedures, a glossary, and job aids.</p> <p style="text-align: center; font-weight: bold; color: #003366; text-decoration: underline;">Web-Based Training</p> <p>Click to launch the Core Financial Web-Based Training (WBT) courses. These courses focus on SAP procedures that describe the processes end-users need to complete tasks related to specific job roles.</p>

NASA Official: Jonathan Pettus  
 Web Services Provided by: [IDS](#) - CSC



Site Curator: [Brent Copeland](#)  
[NASA Web Privacy Statement](#)



# Accessing SAP R/3 on a PC

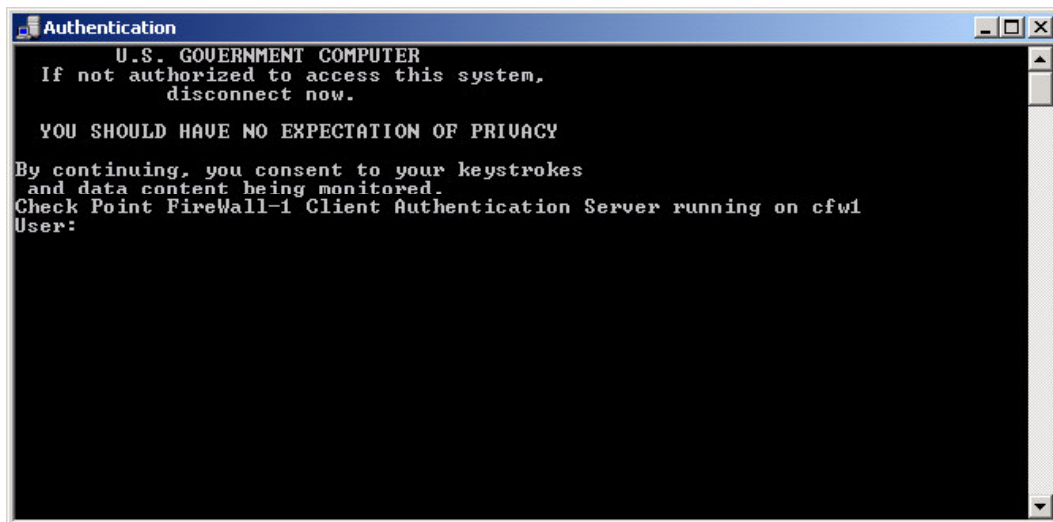
## Step by Step Directions

1. For most applications that are on the mainframe, you will need to authenticate before you can log into the actual application. Below is the icon you should find on your desktop for authentication. Double-Click on the icon on your Desktop to open.

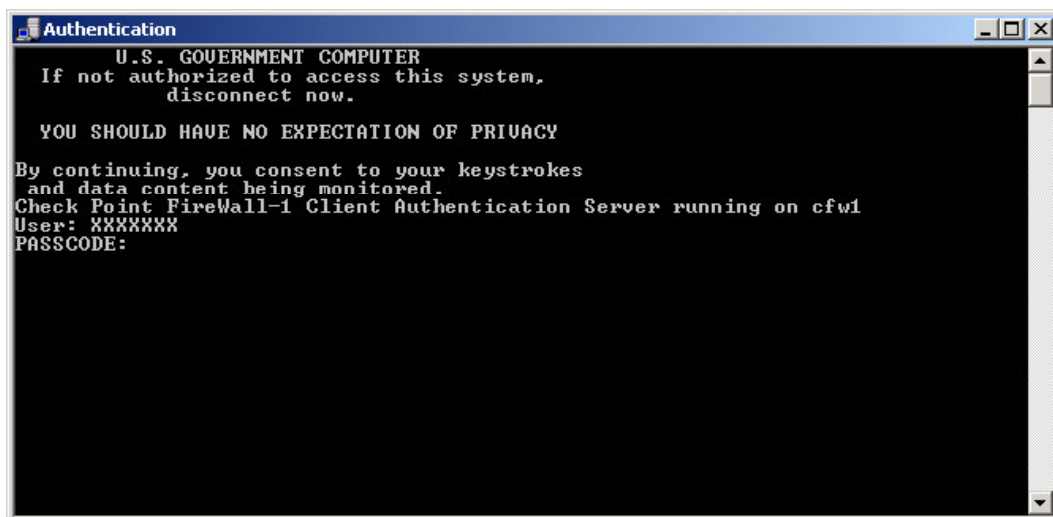


Authentication.Ink

2. The window shown below will open.



3. Enter your SecurID "username" that was issued with your SecurID. Press the ENTER key on your keyboard.



# Accessing SAP R/3 on a PC

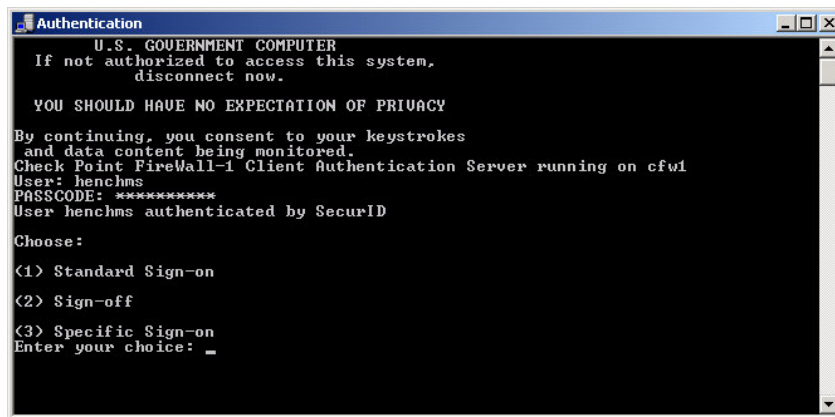
## Step by Step Directions

### 4. Enter your SecureID Passcode.

Your SecureID Passcode is made up of two items:

- \* Your secret, memorized 4-digit personal identification number (PIN)
- \* The token code (6 digit number) currently in your SecurID Card or Key Fob

Press the ENTER key on your keyboard.



### 5. After your information has been authenticated, you will be prompted to “Choose” one of three options shown on the print screen shown above.

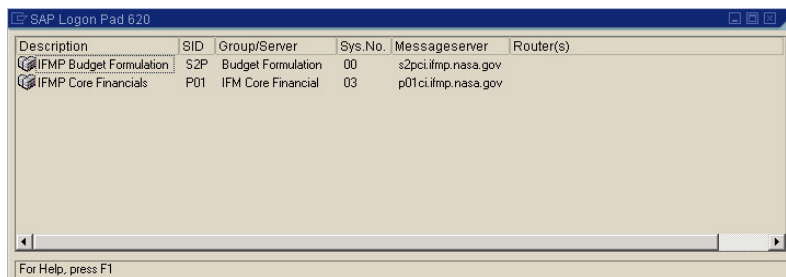
### 6. Press the number “1” on your keyboard.

### 7. The “Authentication” window will disappear.

### 8. The next step is to log into SAP R/3. You will find the “SAPlogon-Pad” icon shown below on your Desktop. Double-Click on the icon to open SAP R/3.



### 9. The window shown below will appear.

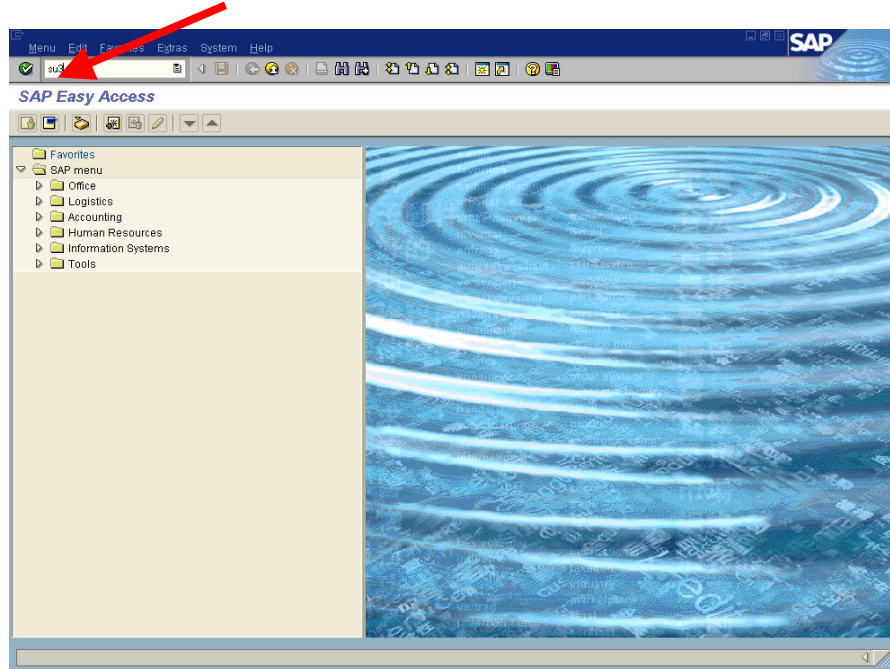


### 10. “Double-Click” on the appropriate option, which are shown on the print screen.

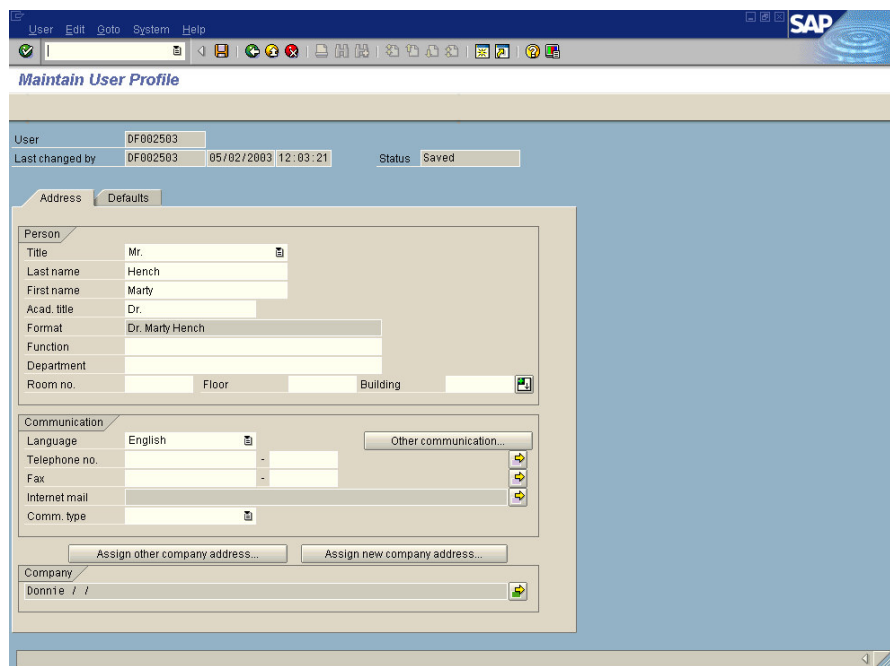
# Setting up Printing on SAP R/3

*Note: Printing SAP reports and forms on DFRC network printers requires that these printers to be set up in advance in the SAP application. **Please note that the SAP R/3 application in most cases does not support printing to locally attached printers.** Only end users accessing SAP via Internet Explorer may print to locally attached printers.*

1. After you have opened up SAP R/3, type "su3" in "Command field" as shown in the screen below. Press the ENTER key on your keyboard.

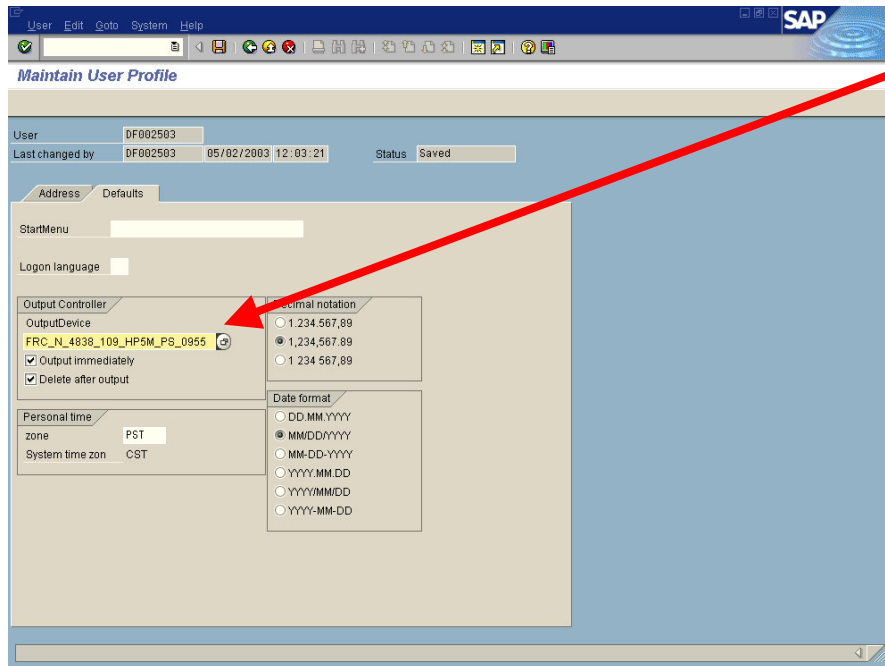


2. This will bring you to the "Maintain User Profile" screen as shown below.

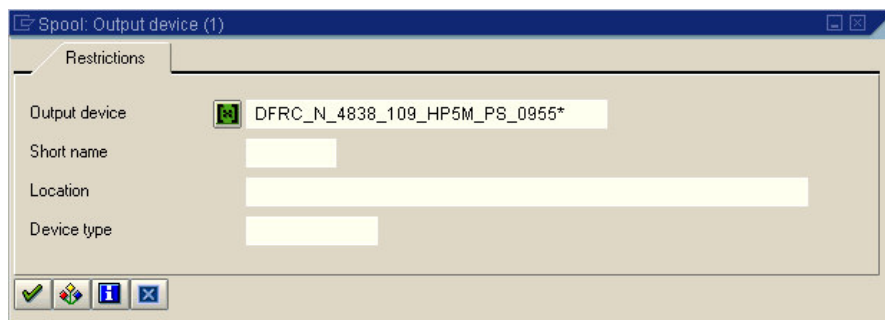


# Setting up Printing on SAP R/3

3. Click on the "Defaults" tab.
4. Look for the section called "Output Controller", which is in the middle of the screen. There is an area named "Output Device".
5. Click on the button to the right of the printer name as shown on the screen below.

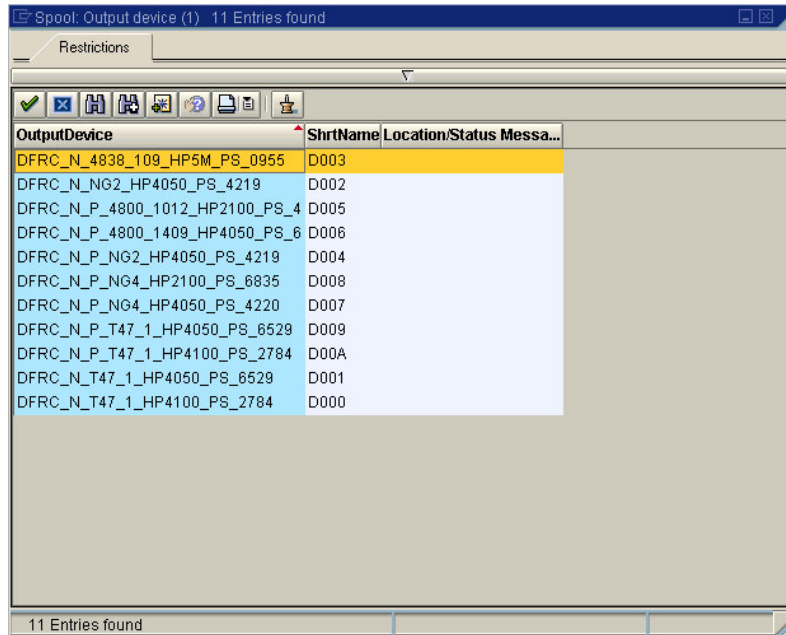


6. The "Spool Output Device" window will appear (as shown below step number 8).
7. Delete the information on the "Output Device" line.
8. Enter "DF\*". Press the ENTER key on your keyboard. This will allow you to search for the SAP printer closest to you.



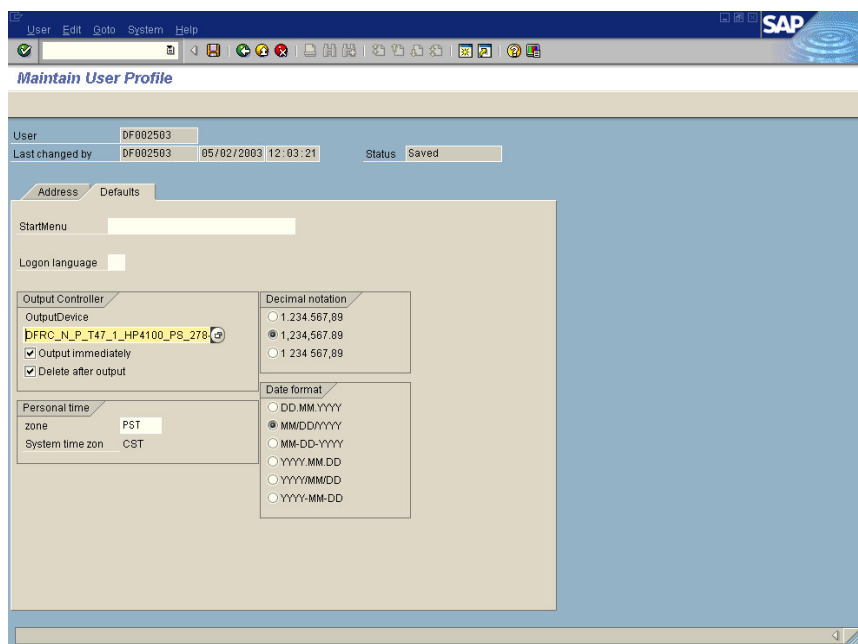
# Setting Up Printing in SAP R/3

9. A list of printers will appear. An example of a printer list is shown below. Double-click on the printer you would like to have as your default printer. The building number, room number (if applicable), and the type of printer will help you determine which printer you need to select as your default printer.



OutputDevice	ShrtName	Location	Status	Message
DFRC_N_4838_109_HP5M_PS_0955	D003			
DFRC_N_NG2_HP4050_PS_4219	D002			
DFRC_N_P_4800_1012_HP2100_PS_4	D005			
DFRC_N_P_4800_1409_HP4050_PS_6	D006			
DFRC_N_P_NG2_HP4050_PS_4219	D004			
DFRC_N_P_NG4_HP2100_PS_6835	D008			
DFRC_N_P_NG4_HP4050_PS_4220	D007			
DFRC_N_P_T47_1_HP4050_PS_6529	D009			
DFRC_N_P_T47_1_HP4100_PS_2784	D00A			
DFRC_N_T47_1_HP4050_PS_6529	D001			
DFRC_N_T47_1_HP4100_PS_2784	D000			

10. The "Maintain User Profile" window will re-appear with the newly selected printer showing in the "Output Device" line as shown in the screen below.



User: DF002503  
Last changed by: DF002503 05/02/2003 12:03:21 Status: Saved

Address Defaults

StartMenu:

Logon language:

Output Controller

OutputDevice: **DFRC\_N\_P\_T47\_1\_HP4100\_PS\_2784**

☒ Output immediately

☒ Delete after output

Decimal notation

☐ 1.234.567,89

☒ 1,234,567.89

☐ 1 234 567,89

Date format

☐ DD.MM.YYYY

☒ MM/DD/YYYY

☐ MM-DD-YYYY

☐ YYYY.MM.DD

☐ YYYY/MM/DD

☐ YYYY-MM-DD

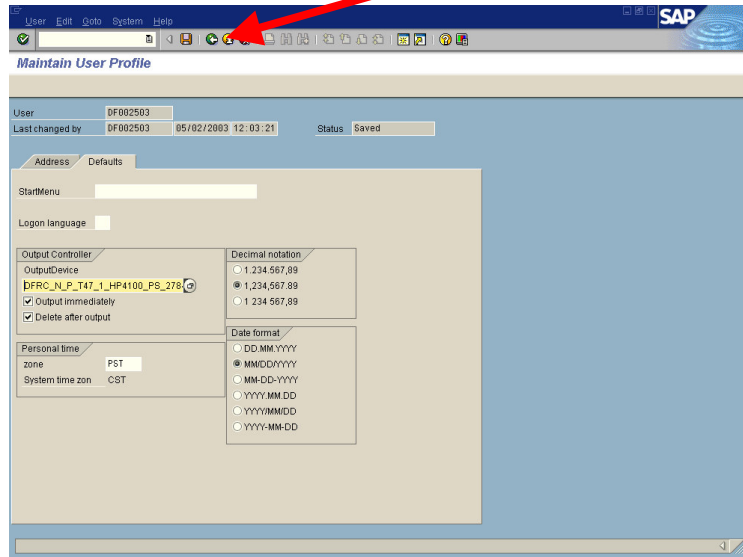
Personal time

zone: PST

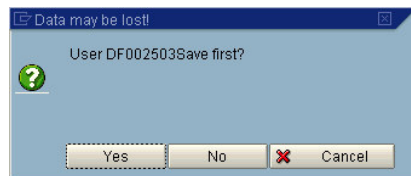
System time zon: CST

# Setting Up Printing in SAP R/3

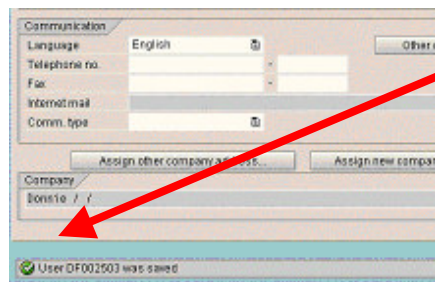
11. Use the yellow button where the arrow is pointing to in the screen below to exit from this function.



12. You will be asked if you would like to “Save the Changes?”. Select the appropriate response (normally “Yes”).



13. Verify that the changes have been made in SAP R/3 by checking the lower left corner of the window. You will see a check mark in a green circle followed by “User DF00xxxx was saved” as shown below.



**If you do not see the printer you use, contact the BISS Help Desk at x 2477 (661-276-2477) for instructions on adding a printer.**

**Note:** If you do not have a SAP R/3 Printer, printing reports in SAP R/3 can be done by exporting the file to Excel. The main menu path for downloading a file in SAP is: System, List, Save, Local File. Select Spreadsheet. Enter file name, and press Transfer. Print the Excel file to your local printer.



# Accessing SAP R/3 on a Macintosh

## Step by Step Directions

1. Launch Internet Explorer.
2. Access the Nissu site URL: <https://utility.nasa.gov>



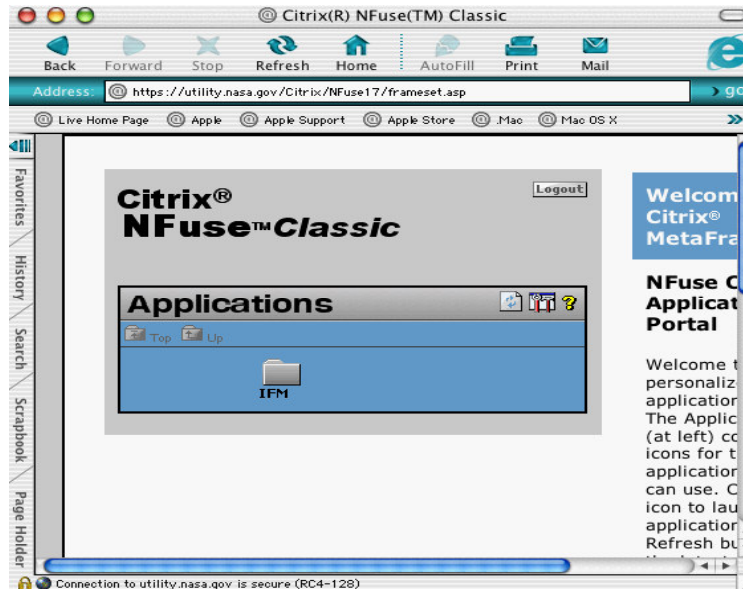
3. Enter your Username. This is your unique identifier (DF00xxxx) in the X500 Directory.
4. Enter your Domain Password. This will be the password you are given when you activate your Nissu account.
5. Enter your SecureID Passcode \*  
Your SecureID Passcode is made up of two items:
  - a.) \* Your secret, memorized 4-digit personal identification number (PIN)
  - b.) \* The token code (6 digit number) currently in your SecurID Card or Key Fob
6. Press the ENTER key on your keyboard.

# Accessing SAP R/3 on a Macintosh

## Step by Step Directions

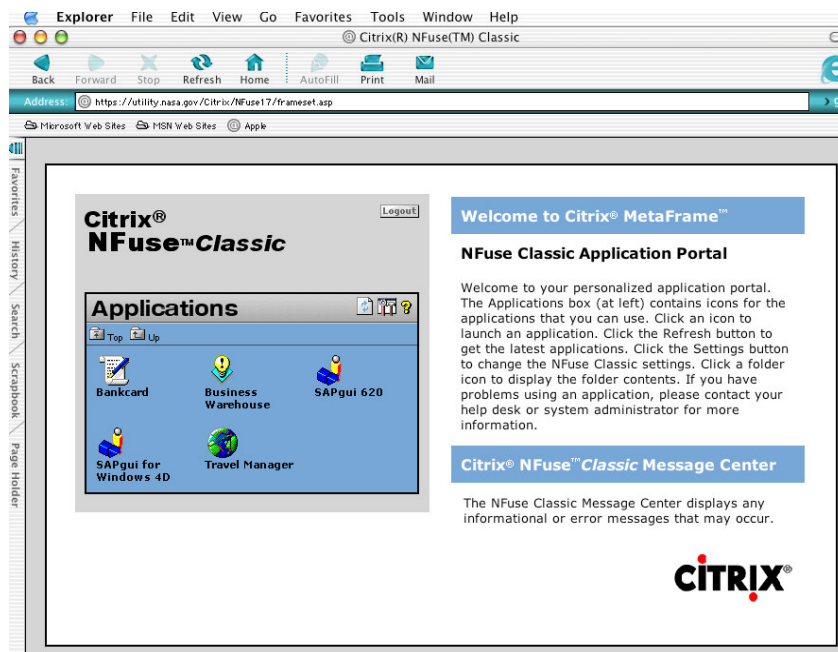
7. Click the “Send” button.

8. The Citrix Nfuse Application window will open up on your screen as shown below.



9. Click on the IFM folder.

10. The following Nfuse Application window will appear as shown below.

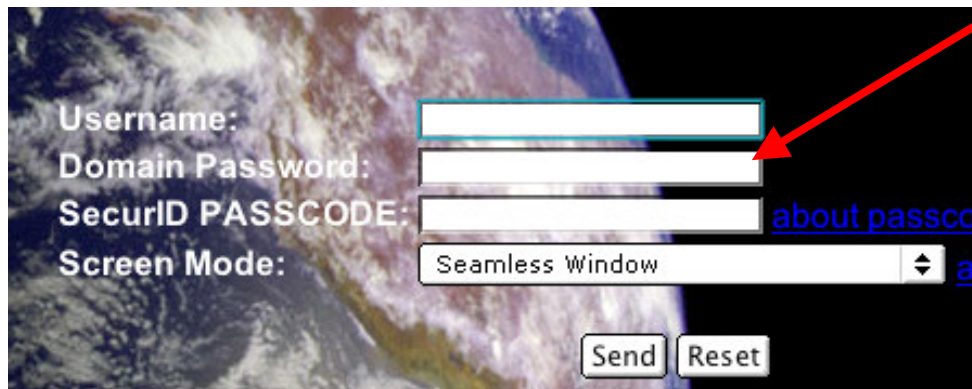


11. Click on the application you wish to use. For example to access SAP R/3, click on the icon “SAPgui 620”.



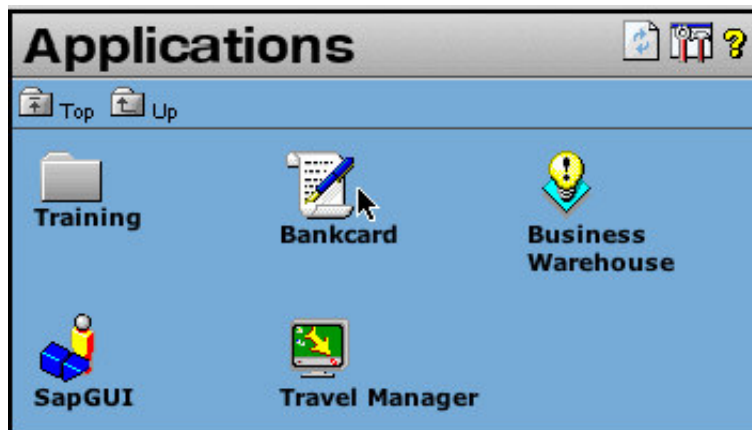
# Changing Your Domain Password For the NCCS Citrix NFuse Web Server

*Note: The domain password that is assigned to users for the NCCS Citrix NFuse web server is often difficult to remember because it consists of many non-related characters and numbers. It is possible to change this password to another one that is easier to recall using the steps outlined below. The red arrow in the picture below shows the placement of the domain password in the login screen. Changing the domain password does not affect any data in the other two fields. The Username and SecurID PASSCODE should remain unaffected.*



The login screen features a background image of Earth from space. It contains four input fields: 'Username:', 'Domain Password:', 'SecurID PASSCODE:', and 'Screen Mode:'. The 'Domain Password' field is highlighted with a red arrow. Below the fields are 'Send' and 'Reset' buttons. A link 'about passcode' is visible next to the SecurID PASSCODE field.

1. Log into the NCCS Citrix NFuse web server using your Username, Domain Password (the original domain password that was assigned to you), and SecurID Passcode.
2. Activate a Citrix session with one of your IFM applications by clicking on it. The example used here will be the Bankcard application. You do not have to completely log in to this application to change your password.



# Changing Your Domain Password For the NCCS Citrix NFuse Web Server

3. After activating the application, and upon receiving the login screen, press the control-apple-del keys simultaneously. The Windows Security window shown below should appear.



4. Click the Change Password button.
5. Within the Change Password dialog box, enter your old pre-assigned password.

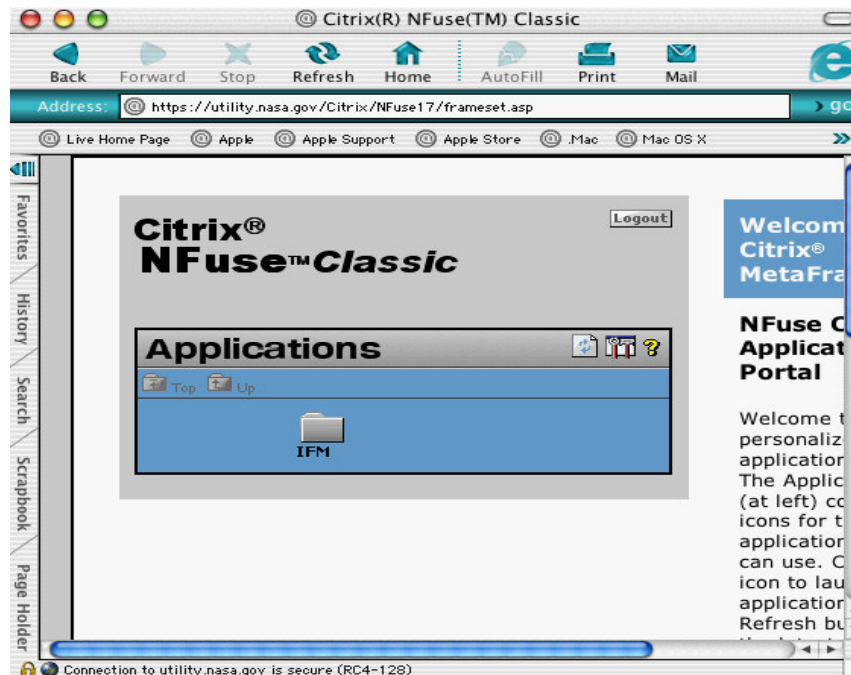


6. Enter a new password in the New Password field and confirm it by re-entering it in the confirm New Password field. Keep in mind that the following password rules apply:
  - A) Password length: 8 characters
  - B) Complexity requirements: Passwords need to include three of the four items listed below.
    - i) English Upper Case
    - ii) English Lower Case
    - iii) Numeric
    - iv) Special Characters
7. Click OK to accept all changes.
8. When the Change Password dialog goes away, you will be returned to the Windows Security window. You may click the Cancel button to return to your application session. The next time you log in to the NCCS Citrix NFuse web server, use your new password in the Domain Password field.

# Changing the Screen Size of your Nfuse Citrix Sessions

*Note: It is possible to adjust the viewing area of the application sessions that launch from the NFuse Program Neighborhood. Some monitors may not be capable of displaying all available size choices and the size of a particular application screen may be controlled by the Citrix Administrator*

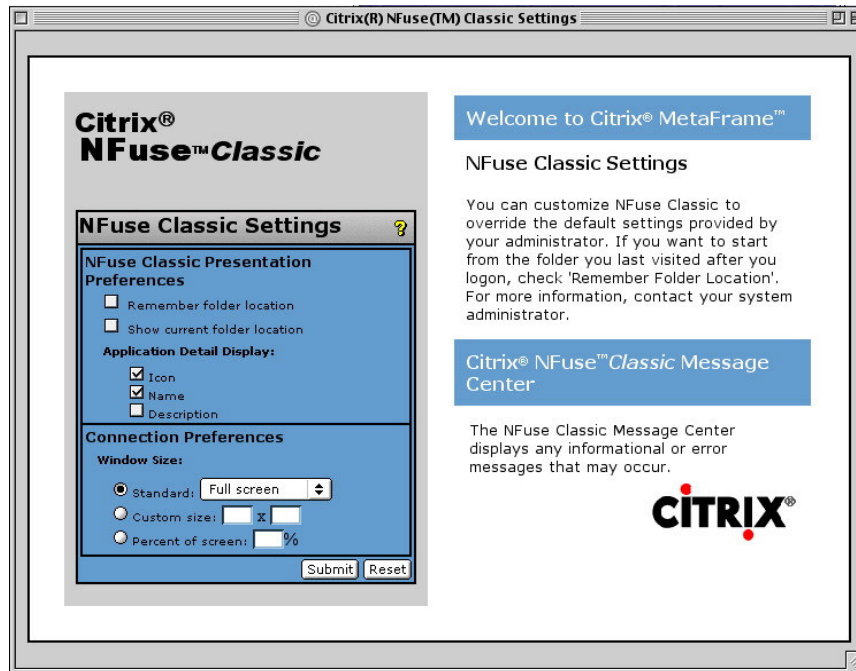
1. Access the URL: <https://utility.nasa.gov>
2. Log in using your Username, Domain Password, and SecurID Passcode.
3. When the NFuse Application Window from the NFuse server appears, click on the Settings Icon (the folder with a hammer and wrench icon) as shown below.



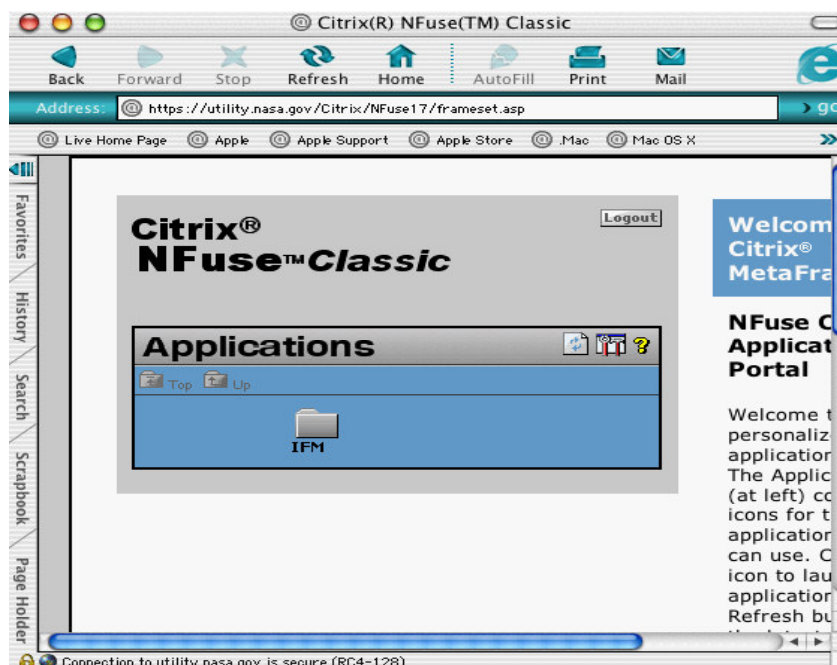
*(Note: If you pass over the Settings Icon with the mouse, a balloon will pop up that says "Settings.")*

# Changing the Screen Size of your Nfuse Citrix Sessions

- From the Citrix NFuse Classic Settings window as shown below, select what resolution you prefer (up to "full screen").



- Once you have finished making your changes, click the Submit button.
- The screen will return to the NFuse Application Window as show below. Changes to screen size of applications will take effect when you next log in.



# Obtaining Core Financial Help

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## Step 1: Consult the On-Line Quick Reference (OLQR)

<http://olqr-cf.ifmp.nasa.gov/>

- ✓ Contains Step-by-Step procedures
- ✓ Job Aids
- ✓ Real-time updates

## Step 2: Contact the BISS Help Desk x2477 (661-276-2477)

- ✓ User support for Core Finance/SAP, Bankcard (P-Card), and Travel Manager
- ✓ Provides answers immediately or logs call for follow-up

## Step 3: Attend User Workshops

- ✓ Brief refresher segment on a particular process
- ✓ Facilitated and led by experienced implementation team members
- ✓ Hands-on capability to process real work

## Step 4: Attend User Open Houses

- ✓ Informal sessions
- ✓ Subject matter experts available to answer questions
- ✓ Hands-on capability to process real work

## How Do I Contact the BISS Help Desk?

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### DFRC BISS Help Desk

User Support for:

- ✓ Core Financial/SAP,
- ✓ Bankcard (P-Card)
- ✓ Travel Manager

Phone:

X2477

(661-276-2477)

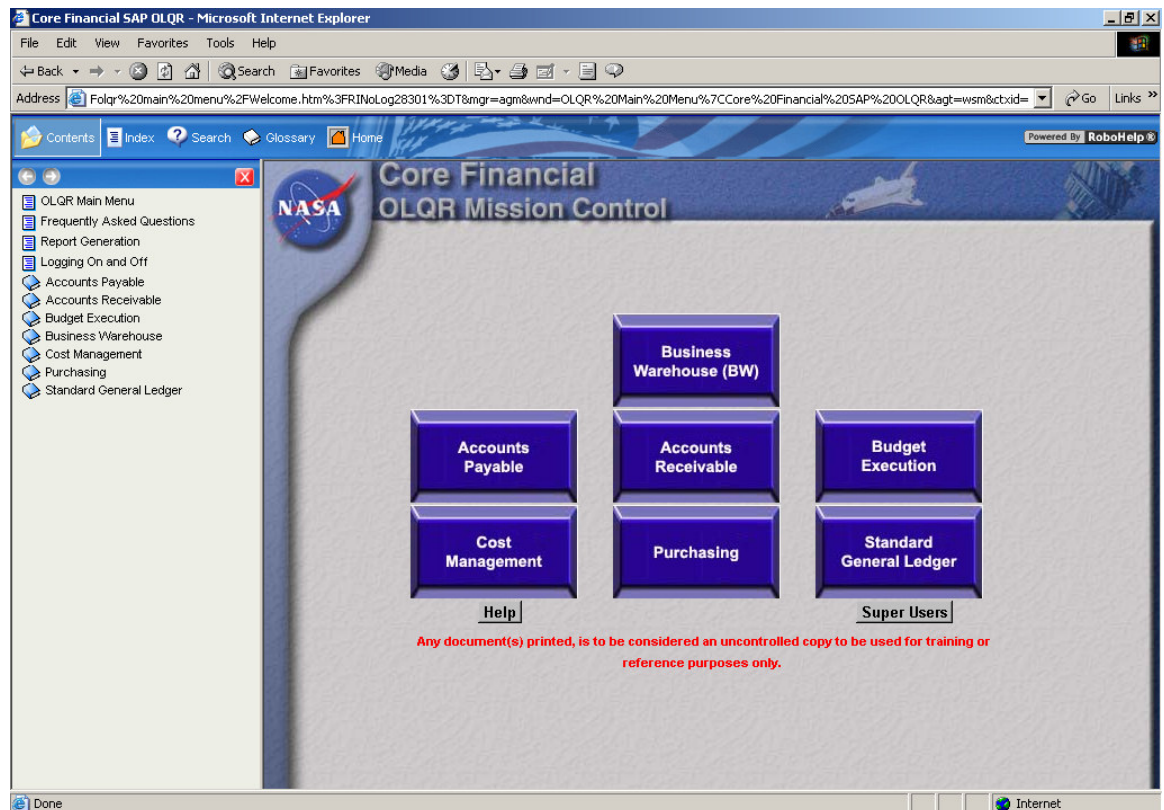
email:

[biss@dfrc.nasa.gov](mailto:biss@dfrc.nasa.gov)

# Where Do I Go For Online Core Financial Help?

Go to your On-Line Quick Reference (OLQR) Tool First

<http://olqr-cf.ifmp.nasa.gov>



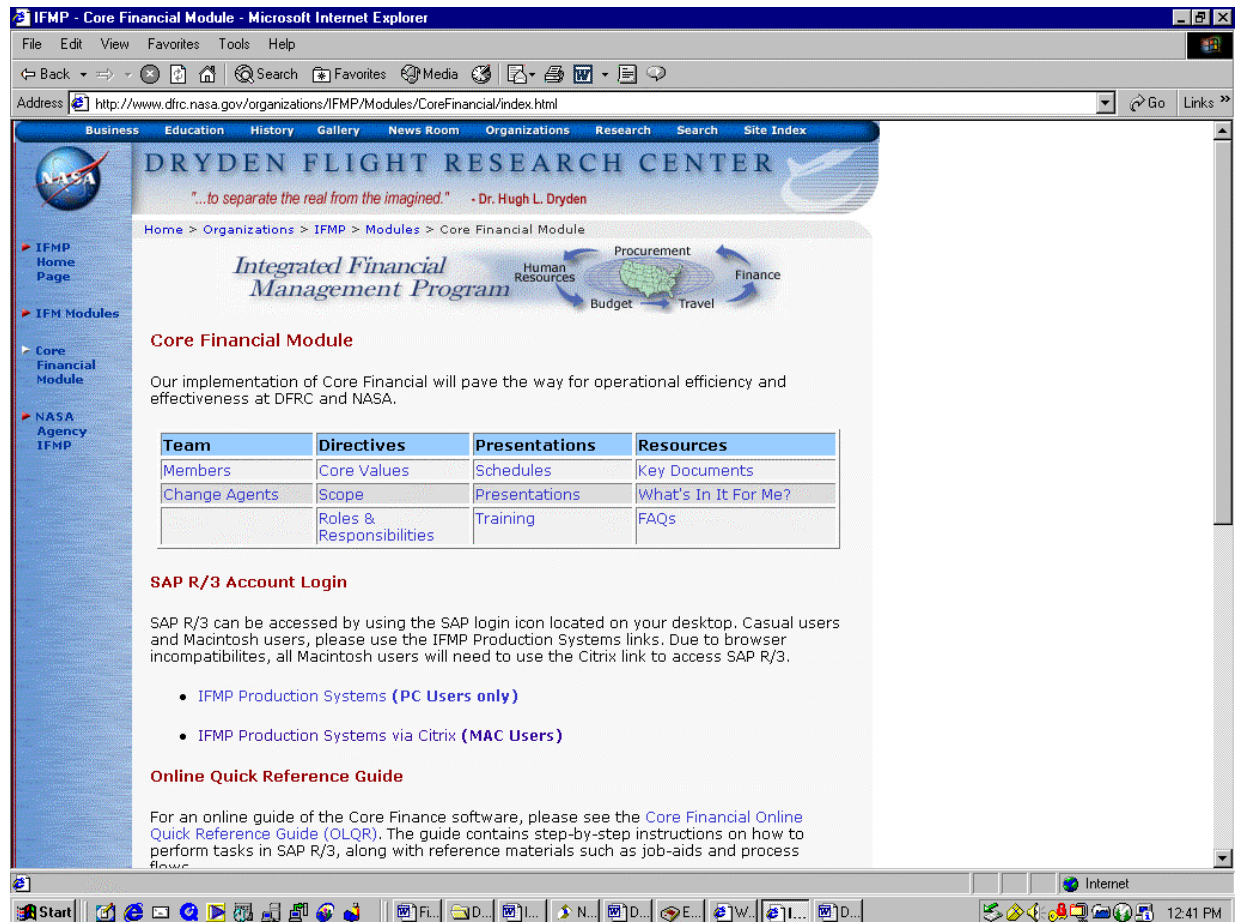
Contains:

- ✓ Step-by-Step Transaction Procedures
- ✓ Job Aids
- ✓ Definitions
- ✓ List of Super Users
- ✓ Process Descriptions
- ✓ Real-time updates



# What is Dryden's Core Financial Website?

<http://www.dfrc.nasa.gov/Organizations/IFMP/Modules/CoreFinancial/index.html>



**IFMP - Core Financial Module - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print W D

Address <http://www.dfrc.nasa.gov/Organizations/IFMP/Modules/CoreFinancial/index.html> Go Links

Business Education History Gallery News Room Organizations Research Search Site Index

**DRYDEN FLIGHT RESEARCH CENTER**

"...to separate the real from the imagined." - Dr. Hugh L. Dryden

Home > Organizations > IFMP > Modules > Core Financial Module

*Integrated Financial Management Program*

Human Resources Procurement Finance Budget Travel

**Core Financial Module**

Our implementation of Core Financial will pave the way for operational efficiency and effectiveness at DFRC and NASA.

Team	Directives	Presentations	Resources
Members	Core Values	Schedules	Key Documents
Change Agents	Scope	Presentations	What's In It For Me?
	Roles & Responsibilities	Training	FAQs

**SAP R/3 Account Login**

SAP R/3 can be accessed by using the SAP login icon located on your desktop. Casual users and Macintosh users, please use the IFMP Production Systems links. Due to browser incompatibilities, all Macintosh users will need to use the Citrix link to access SAP R/3.

- IFMP Production Systems (PC Users only)
- IFMP Production Systems via Citrix (MAC Users)

**Online Quick Reference Guide**

For an online guide of the Core Finance software, please see the [Core Financial Online Quick Reference Guide \(OLQR\)](#). The guide contains step-by-step instructions on how to perform tasks in SAP R/3, along with reference materials such as job-aids and process flows.

Contains:

- ✓ Frequently Asked Questions
- ✓ Core Financial Directives
- ✓ SAP R/3 Account Login Web link
- ✓ Online Quick Reference Guide Web link
- ✓ Dryden Specific Job Aides